APPENDIX E-327 P

DAAS REJECTIONS

1. PURPOSE

   This appendix describes the processing of documents sent to DAAS for routing, that are rejected by DAAS.

2. APPENDICES USED IN THIS PROCESS

   a. Appendix A-1, Document Identifier Codes.

   b. Supplement #1 - MILSTRIP.

   c. Supplement #2 - MILSTRIP.

   d. Appendix A-10, Distribution Codes.

   e. Appendix A-19, MAP Country Codes.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

   The Digital Communications Branch, Office of Telecommunications and Information Systems, is responsible for initial receipt and processing to include redistribution for further processing.

4. PROCEDURES/INSTRUCTIONS

   a. DAAS will return, to the DSC, those documents which cannot be processed. These documents will be in the form of a service message with a narrative description.

   b. Upon receipt from DAAS, rejected documents will be sent from the Office of Telecommunications and Information Systems, to the appropriate functional directorates.

   c. The responsible directorate will research the documents for the purpose of correcting and resubmitting the documents to DAAS. This research will be based on the following criteria:

      (1) Action Type Documents. This pertains to documents that involve the movement of stock or the adjustment of inventory records. These documents will be subjected to a thorough review to attempt correction. If the research does not yield sufficient data for correction, the documents may be discarded.

      (2) Informational Documents. These are documents which involve the forwarding of information (e.g., supply status) and those which do not meet the action type criteria. If an initial review, does not yield sufficient data to correct the document, then it may be discarded.

(3) The review of these documents may reveal a deficiency in files or records. If so, initiate appropriate action to update or correct the affected records or files.

(4) Return the corrected documents to the Office of Telecommunications and Information Systems, for resubmission as a new message. Documents, returned by DAAS because electronic transmission is not feasible, will be mailed by the responsible functional element.

5. FLOWCHART

Flowchart not required.